




410 South Commercial Street • Neenah, WI 54956 • Tel: (920)751-6800x113 • (920)751-5066

**MEMORANDUM**

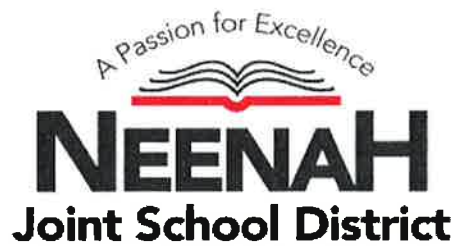
**TO:** John Lehman, Chair, Finance & Personnel Committee  
**FROM:** Dr. Mary Pfeiffer, District Administrator   
**DATE:** February 12, 2014  
**RE:** **Retirement and Request for OPEB from an Administrator**

Attached is a letter of retirement from the following Administrator:

- Jon Fleming, Associate Principal, Neenah High School  
Last working day June 30, 2014

It is my recommendation that the above named retirement request including Other Post Employment Benefits (OPEB) effective July 1, 2014, be approved.

smf



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**MEMORANDUM**

**To:** John Lehman, Chair, Finance and Personnel Committee  
**From:** Dr. Mary Pfeiffer, District Administrator *MJP*  
**Date:** February 13, 2014  
**Re:** **Employment of Personnel – Faculty**

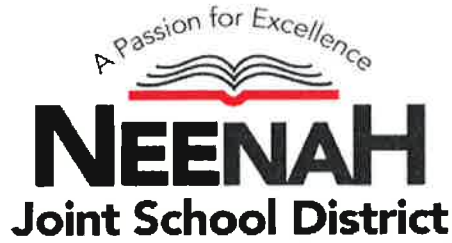
The following individual has been interviewed, has had her credentials reviewed by appropriate staff members, and is being recommended to fill a teacher vacancy effective February 24, 2014:

<b>Name</b>	<b>Job Title</b>	<b>FTE</b>	<b>Building</b>	<b>Salary</b>
Jena Szewczyk	School Counselor	1.0	Shattuck	\$19,071*

\*Prorated from \$42,000 to starting date of February 24, 2014.

This position is within budget allocations.

smf



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**MEMORANDUM**

**To:** John Lehman, Chair, Finance and Personnel Committee  
**From:** Dr. Mary Pfeiffer, District Administrator *MP*  
**Date:** February 12, 2014  
**Re:** Employment of Support Staff Personnel

The following individuals are being recommended for hire:

Name	Position	Building	Hourly	Date of Hire
Kelly Kelderman	District Wellness Coordinator	Administration	\$23.00	2/19/2014
Julie Borchardt	Health Assistant	Elementary	\$12.50	3/3/2014
Renee Reid Roehl	Health Assistant	Elementary	\$12.50	3/3/2014

These positions are within budget allocations.

smf



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**M E M O R A N D U M**

**TO:** John Lehman, Chair, Finance & Personnel Committee

**FROM:** Dr. Mary Pfeiffer, District Administrator 

**DATE:** February 17, 2014

**RE:** Employment of Support Staff Personnel

The following individual is being recommended for hire:

Name	Position	Building	Hourly	Date of Hire
Mary Braemer	Business Services Administrative Assistant	Administration	\$17.50	3/3/2014

This position is within budget allocations.

smf